

**EFFECTIVE/CERTIFICATION
FOR ADS 633**

*Denotes changes or additions of policy, essential procedure and their sub-policies/sub-essential procedures.

**633 - FINANCIAL MANAGEMENT ASPECTS OF
TEMPORARY DUTY TRAVEL (TDY)
Last Certified: 5/2/00**

ADS CD 24

Previously we inserted a note in this Effective/Certification file when no substantive changes were made to the chapter. Effective immediately (July 18, 2001) we will discontinue this procedure. We will continue to update this file when substantive changes are made in the chapter.

ADS CD 23

**633 - FINANCIAL MANAGEMENT ASPECTS OF
TEMPORARY DUTY TRAVEL (TDY)**

There were no substantive changes made to this chapter for ADS CD 23.

ADS 22

THERE WERE NO CHANGES TO THIS CHAPTER FOR ADS 21.

ADS 21

THERE WERE NO CHANGES TO THIS CHAPTER FOR ADS 21.

ADS 20

THERE WERE NO CHANGES TO THIS CHAPTER FOR ADS 20.

ADS 19

633 FINANCIAL MANAGEMENT ASPECTS OF TEMPORARY DUTY TRAVEL (TDY)

Chapter	Title	Effective Date	Certification Date
633.5	POLICY		
*633.5.1	TRAVEL ADVANCES	04/01/2000	5/2/2000
*E633.5.1	Travel Advances - N/A		

633.5.2	GOVERNMENT SPONSORED TRAVEL CARD	04/01/2000
E633.5.2	Government Sponsored Travel Card	
633.5.2a	PERSONAL LIABILITY FOR THE GOVERNMENT SPONSORED TRAVEL CARD	04/01/2000
E633.5.2a	Personal Liability for the Government Sponsored Travel Card	
633.5.2b	PAYMENT OF CHARGE CARD BILLS	04/01/2000
E633.5.2b	Payment of Charge Card Bills	
633.5.2c	DELINQUENT PAYMENT, CHARGE CARD SUSPENSION AND CANCELLATION	04/01/2000
E633.5.2c	Delinquent Payment Charge Card Suspension and Cancellation - N/A	
633.5.3	TRAVEL VOUCHER PROCESSING REQUIREMENTS	04/01/2000
E633.5.3	Travel Voucher Processing Requirements - N/A	
633.5.3a	LODGING-PLUS PER DIEM METHOD	04/01/2000
E633.5.3a	Lodging-Plus Per Diem Method - N/A	
633.5.3b	ACTUAL EXPENSES METHOD	04/01/2000
E633.5.3b	Actual Expenses Method - N/A	
633.5.3c	ALL INCLUSIVE METHOD	04/01/2000
E633.5.3c	All Inclusive Method	
633.5.4	MISCELLANEOUS EXPENSES	04/01/2000
E633.5.4	Miscellaneous Expenses	
633.5.4a	TELEPHONE CALLS	04/01/2000
E633.5.4a	Telephone Calls - N/A	
*633.5.4b	State and Local Lodging Taxes	04/01/2000
*E633.5.4b	State and Local Lodging Taxes - N/A	
*633.5.4c	Laundry and Dry Cleaning Expense	04/01/2000
*E633.5.4c	Laundry and Dry Cleaning Expense -NA	
633.5.4d	OTHER MISCELLANEOUS EXPENSES	04/01/2000
E633.5.4d	Other Miscellaneous Expenses - N/A	

633.5.4e	ITEMS INCLUDED IN PER DIEM COMPUTATION	04/01/2000
E633.5.4e	Items Included in Per Diem Computation - N/A	
*633.5.5	New Per Diem Areas	04/01/2000
*E633.5.5	New Per Diem Areas - N/A	
633.5.6	LOCAL TRAVEL	04/01/2000
E633.5.6	Local Travel	
633.5.7	AUDITS OF TRAVEL VOUCHERS	04/01/2000
E633.5.7	Audits of Travel Vouchers - N/A	
633.5.8	OUTSIDE FUNDING SOURCES	04/01/2000
E633.5.8	Outside Funding Sources - N/A	
633.5.9	TRAVEL BETWEEN FISCAL YEARS	04/01/2000
E633.5.9	Travel Between Fiscal Years - N/A	
633.6	Supplementary References	04/01/2000

- * **USAID General Information Notice,
dated 03/01/2000, Mandatory
Travel Card Usage**
- * **USAID General Information Notice,
dated 03/14/2000, On-line Access to
Citibank Travel Card Billing
Information**

633.7	Mandatory References	04/01/2000
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USAID/W Notice dated 10/7/92, Long Distance Calling Policy and
Telephone System Information
USAID General Notice dated 8/10/98, Appropriate Fiscal Year to Charge
for Travel of USAID Employees and Transportation of Their Effects

ADS 18 - First Issuance**633 FINANCIAL MANAGEMENT ASPECTS OF TEMPORARY DUTY TRAVEL (TDY)**

Chapter	Title	Effective Date	Certification Date
633.5.1	TRAVEL ADVANCES AND TRAVEL CHARGE CARDS	09/21/98	
E633.5.1		09/21/98	
633.5.2	GOVERNMENT SPONSORED TRAVEL CARD	09/21/98	
E633.5.2		09/21/98	
633.5.2a	PERSONAL LIABILITY FOR THE GOVERNMENT SPONSORED TRAVEL CARD	09/21/98	
E633.5.2a		09/21/98	
633.5.2b	PAYMENT OF CHARGE CARD BILLS	09/21/98	
E633.5.2b		09/21/98	
633.5.2c	DELINQUENT PAYMENT, CHARGE CARD SUSPENSION AND CANCELLATION	09/21/98	
E633.5.2c		09/21/98	
633.5.3	TRAVEL VOUCHER PROCESSING REQUIREMENTS	09/21/98	
E633.5.3		09/21/98	
633.5.3a	LODGING-PLUS PER DIEM METHOD	09/21/98	
E633.5.3a		09/21/98	
633.5.3b	ACTUAL EXPENSES METHOD	09/21/98	
E633.5.3b		09/21/98	
633.5.3c	ALL INCLUSIVE METHOD	09/21/98	
E633.5.3c		09/21/98	
633.5.4	MISCELLANEOUS EXPENSES	09/21/98	
E633.5.4		09/21/98	
633.5.4a	TELEPHONE CALLS	09/21/98	
E633.5.4a		09/21/98	
633.5.4b	OTHER MISCELLANEOUS EXPENSES	09/21/98	
E633.5.4b		09/21/98	
633.5.4c	ITEMS INCLUDED IN PER	09/21/98	

	DIEM COMPUTATION	
E633.5.4c		09/21/98
633.5.5	LOCAL TRAVEL	09/21/98
E633.5.5		09/21/98
633.5.6	AUDITS OF TRAVEL VOUCHERS	09/21/98
E633.5.6		09/21/98
633.5.7	OUTSIDE FUNDING SOURCES	09/21/98
E633.5.7		09/21/98
633.5.8	TRAVEL BETWEEN FISCAL YEARS	09/21/98
E633.5.8		09/21/98